

CHAPTER 14 – BIDDING**1.0 General Information**

- 1.1. When the requirements for Bid Documents in Chapter 13 are met, DFM will prepare and combine specification Documents A through I, Section 01 0000, and the specification cover(s) with the technical specifications, table of contents, page(s) with each discipline's seal, and edit Division I sections provided by the project architect/engineer.
- 1.2. The DFM planner will coordinate the selection of a bid date and request a pre-bid conference date (at least 14 calendar days prior to the bid date), time and location from the agency for the release to bidders form.
- 1.3. The bid date will be advertised in the Kansas Register and under "Job/Project List" on the DFM website at www.da.ks.gov/fp/. Plan holder lists are available on the electronic plan room site. See 1.5 below.
- 1.4. Significant problems that arise less than ten (10) calendar days prior to the bid date shall be brought to the attention of the state agency and DFM, and may result in the postponing of the bid date.
- 1.5. DFM has contracted with Integrated Digital Technologies (IDT), an electronic plan room, for plan distribution on all restricted and unrestricted capital improvement projects, unless otherwise designated. The link to the on-line plan room can be found under "Job/Project List" on the DFM website www.da.ks.gov/fp/.
 - 1.5.1. Registration for access to the IDT plan room is free and is available at <http://kansasdfm.contractorsplanroom.com/> from the tab "Register Now!" located on the left side of the screen. An accurate email address is required and a 7-step process will need to be completed by the new user.
 - 1.5.2. At their expense, interested bidders may download the documents to their computer, print them on their printers or plotters, or may order prints from a reprographer. There is a fee of \$7.50 from IDT to bundle and send to a reprographer (this occurs if you select the "Order" button on the IDT website). This is not the printing cost. The reprographer assesses the printing charges when the contractor orders the prints.
 - 1.5.3. Contractors, subcontractors and suppliers are responsible for understanding the scope of the work involved in these documents and for obtaining the appropriate documents for their work.
 - 1.5.4. Procedures for the DFM plan room's distribution of paper bid documents that differ from the procedures detailed below are outlined at the end of this chapter.

2.0 Project Architect's/Engineer's Responsibilities

- 2.1. Submit an e-mail address as a single point of contact on the DFM Front End Data FPDC Form 305.
- 2.2. Correct and re-send files that cannot be uploaded due to format or file naming.
- 2.3. Conduct a pre-bid conference when requested by the agency.
- 2.4. Prepare all addenda, except the first addendum, which is reserved for DFM use.

- 2.5. Evaluation of all materials and equipment submitted as substitutions to those specified.
 - 2.6. Prepare addenda regarding interpretations, clarifications, and approved substitutions.
 - 2.6.1. Notify in writing, those bidders who have submitted unacceptable substitutions and send a copy to the state agency and to DFM.
 - 2.7. If authorized by the agency, notify DFM of the date, time and place of a pre-bid conference for the first addendum prepared by DFM.
 - 2.7.1. If a walk-through following a pre-bid conference is the only time the contractors will be allowed to view the project site, it must be stated clearly in the notification of the pre-bid
 - 2.8. Chair the pre-bid conference, referencing the sample Pre-Bid Agenda FPDC Form 320, available under Planning Forms at the DFM website at www.da.ks.gov/fp/.
 - 2.8.1. Have the consultants present at the pre-bid conference, present a description of work, answer questions, and participate in a walk-through of the project site, if necessitated by the project scope.
 - 2.9. Prepare an addendum with a list of attendees and all interpretations and corrections to the bid documents discussed at the meeting and/or during the on-site walk-through.
- 3.0 Division of Facilities Management Responsibilities
- 3.1. Create the project data pages and upload (post) all of the bid document files.
 - 3.2. Print and distribute all bid documents to all eligible parties.
 - 3.3. Provide the successful bidder with up to ten (10) sets of bid documents for project construction.
 - 3.4. Determine when drawings completed on 11" x 17" paper will be added to the back of the specification manual or printed as a separate set of bid documents,
- 4.0 Owner Responsibilities
- 4.1. Pay for the use of each on-line plan room service for each project when the owner representative receives a bill from the on-line plan room service.
 - 4.2. Pay for the additional costs to print and distribute bid documents for use by the owner, design team and DFM.
 - 4.3. Pay for costs to print and distribute up to ten (10) sets of bid documents for use by the contractor during construction.
- 5.0 Addenda
- 5.1. DFM will upload all addenda to the electronic plan room and print and distribute all addenda to the owner, design team and DFM.
 - 5.2. Except for the first addendum, addenda shall be written by the project architect/engineer in electronic .DOC / .DOCX and e-mailed to both the DFM Plan Room (lori.ploude@da.ks.gov) and the DFM planner for approval. Addendum FPDC Form 315 is available under "Planning Forms" at the DFM website at www.da.ks.gov/fp/.

- 5.3. Addenda for printed set of bid documents will be organized as follows:
 - 5.3.1. Addendum form (printed in pink),
 - 5.3.2. New bid form, if required (different color than the original bid form),
 - 5.3.3. Specifications either white, green or yellow (depending on discipline),
 - 5.3.4. Drawing sheets (white).
- 5.4. Submit applicable documents to DFM for addenda on a CD / DVD as follows:
 - 5.4.1. In electronic .DOC / .DOCX, .PDF or .DWG. Due to restrictions on the computer security system, **no** .ZIP files can be received.
 - 5.4.2. All drawings shall be on the same sized paper with the same title block and same information required in the titleblock as the originals.
 - 5.4.2.1. Drawings shall be identified with the corresponding addendum article number.
 - 5.4.2.2. Drawings will be attached at the end of each printed addendum.
 - 5.4.3. If the project architect/engineer is providing drawings larger than 11" x 17", DFM shall be notified in advance, and one day shall be added to addenda deadlines in the guidelines noted in section 9.0 of this chapter.
 - 5.4.3.1. Any drawing larger than 11" x 17" shall be sent to DFM on vellum / Mylar® properly sealed, signed and dated.
- 5.5. DFM reserves the right to rearrange the addendum and any related attachments to allow ease of uploading and/or printing.
- 5.6. The project's final addendum will be issued by the DFM plan room no later than seven (7) working days prior to the project's bid date.
 - 5.6.1. The project architect/engineer is required to deliver the final addendum by 10:00 am eight (8) working days prior to the bid date for formatting, uploading printing, distributing.
 - 5.6.1.1. Any addendum received after the above deadline may require postponement of the bid date.
- 5.7. Addendum language for projects being **rebid** shall be: "This project is being rebid without any changes to the bid documents".
- 5.8. Addendum language for projects being **revised** for rebidding shall give a brief description of the changes with sufficient detail to inform the bidders what was revised.
- 5.9. Addenda will be available to those registered with the project on the DFM electronic plan room website.
 - 5.9.1. Paper copies of the addendum will be sent to the agency, design team and DFM planner.

6.0 Opening and Review of Bids

- 6.1. Purchases is responsible for opening and reviewing bids for each project.

- 6.2. Once the bids are reviewed and sent to DFM, the bid tabulations are posted under "Tabulation of Bids" on the DFM website www.da.ks.gov/fp/ and forwarded to the state agency and the project architect/engineer for their review.
- 6.3. If the bid is within the amount of funds allocated for the construction of the project, the project architect/engineer will make a recommendation to the state agency regarding the lowest responsible bidder.
- 6.4. If the state agency accepts the lowest responsible bidder and notifies DFM, DFM will send an advice of award of contract to the Purchases for further processing.
- 6.5. If the state agency accepts add alternates which changes the lowest responsible bidder's major subcontractor(s) listed on the bid form, the lowest responsible bidder is required to provide the name and address of the major subcontractor(s), which are changed.
- 6.6. If the state agency does **not** intend to award a construction contract and notifies DFM, DFM will announce the agency's decision under "Tabulation of Bids" on the DFM website www.da.ks.gov/fp/.
- 6.7. If no bids are received for the project, DFM will send a letter to the agency requesting further comment from the agency.

7.0 Award and Signing of the Construction Contract

- 7.1. Purchases will issue unsigned construction contracts for the project to the contractor, state agency and DFM, which are to be signed and returned to Purchases.
 - 7.1.1. The agency will return their signed contract with a Purchase Order.
 - 7.1.2. The contractor will return two (2) signed contracts to Purchases with the following:
 - 7.1.2.1. proof of workers' compensation insurance, comprehensive general liability and automobile liability in the required amounts
 - 7.1.2.2. builder's risk insurance for new construction (or an all-risk installation floater for renovations)
 - 7.1.2.3. a performance bond (Specification Document G);
 - 7.1.2.4. a public works bond (Specification Document H) in an amount equal to the contract price,
 - 7.1.2.5. a county bond receipt.
- 7.2. Purchases will complete the agency's purchase order and provide Accounts and Reports (A&R) the signed contracts and associated documents.
- 7.3. A&R will sign the contracts, encumber the money and return signed contracts and associated documents to the appropriate parties.
- 7.4. The contractor will receive two fully executed contracts from Purchases.
- 7.5. When DFM receives copies of the signed contracts from Purchases, DFM will write the Notice to Proceed for the next day in accordance with the construction contract stipulations.

- 7.5.1. If the agency intends to have the Notice to Proceed issued sooner, the state agency may request Purchases' (galen.greenwood@da.ks.gov) verify insurance approval. When the agency forwards Purchases' e-mail to DFM verifying insurance approval, the contractor's name, address and the number of days (or actual completion date) for the time of completion, DFM will issue a Notice to Proceed.

8.0 When Bids Exceed Allocated Funds

- 8.1. Following the bidding period, should the lowest qualified bid exceed the approved construction funding, identified on the DFM Frontend Data Form FPDC 305, the project architect/engineer shall consult with the project team to determine how to proceed.
- 8.2. If the decision is made to modify and revise the bid documents for re-bidding, the project architect/engineer shall, **without** additional compensation, modify and revise the bid documents as needed for re-bidding.
- 8.3. The revised bid documents shall be submitted as directed by the state agency and DFM.
- 8.4. If a project is rebid or re-issued due to errors and omissions by the project architect/engineer and/or the firm's consultants, the project architect/engineer may be required to pay for the use of the on-line service, printing and shipping costs associated with the re-issuance of the bid documents.

9.0 Procedures for the DFM Plan Room Distribution of Bid Documents

- 9.1. When projects are bid through the DFM plan room in lieu of the electronic plan room, the owner will pay all costs to print and distribute all bid documents to interested bidders, the owner, design team and DFM.
- 9.2. Pay for costs to print and distribute up to ten (10) sets of bid documents for use by the contractor during construction.
- 9.3. Addenda will only be sent to plan holders who received plans directly from DFM or are on the DFM plan holder list.

END OF CHAPTER 14